



## **CASA OF THE SOUTH PLAINS, INC. VOLUNTEER INTERN POSTING**

**TITLE:** Training Intern  
**DATE:** September 2025  
**CLASSIFICATION & STATUS:** Unpaid Volunteer Internship, Part-Time (up to 10 hours/week)  
**REPORTS TO:** Training Director or COO

**PRIMARY RESPONSIBILITY:** The volunteer Training Intern will assist with duties and tasks related to volunteer pre-service and continuing education training as assigned by the Training Director.

### **ESSENTIAL RESPONSIBILITIES & DUTIES:**

1. Attend and assist with all volunteer pre-service and continuing education training (see schedule for dates and times).
2. Assist Training Director in obtaining all necessary paperwork from volunteer advocates in training.
3. Assist with scheduling background checks.
4. Upload background checks, reference forms, and homework assignments in the Optima database as they are received.
5. Help maintain training checklist and keep volunteer advocates in training aware of what information has been received and what is still needed.
6. Assist with ordering meals from appropriate vendor, confirming orders, picking up and delivering meals for training sessions, and ensure donors receive a thank you note.
7. Assist with room set up and take down before and after training sessions.
8. Provide reminders to guest speakers, and ensure donors and speakers receive a thank you note.
9. Assist with preparation and printing of Oaths, Certificates, and Advocate Badges.
10. On weeks in which the volunteer intern is working, submit a weekly timesheet.

### **OTHER RESPONSIBILITIES**

1. Attend and support special events
2. Additional duties as required.
3. Some duties will be required on evenings and weekends.

### **KNOWLEDGE, SKILLS, & EXPERIENCE**

1. Education:
  - a. Bachelor's degree or current enrollment in a college or university setting seeking a degree in a related field.
2. Minimum required experience includes:

- a. Prior experience with training, event management, social work, public relations, or marketing preferred.
  - b. Prior experience with non-profit organizations, volunteering, working with children and families, and/or social work, preferred.
  - c. Previous volunteer or internship experience preferred.
  - d. Approved criminal and DFPS background is required
3. Qualities we look for:
- a. Demonstrated commitment to the values of diversity, equity, and inclusion
  - b. Demonstrated integrity, honesty, and ethical conduct
  - c. Demonstrated passion for CASA's mission
  - d. Self-starter with minimal guidance required
  - e. Highly organized
  - f. Able to work collaboratively in a team environment

**This is an unpaid, volunteer internship position.**

**APPLICATION PROCEDURE:**

Interested applicants should email a resume, cover letter, and a completed Employment Application to [maryjaner@casaoftthesouthplains.org](mailto:maryjaner@casaoftthesouthplains.org). Please include the position title "Training Intern" in the subject line. The Employment Application can be downloaded from the "Careers" page on our website at [casaoftthesouthplains.org/career-opportunities](https://casaoftthesouthplains.org/career-opportunities).

Review of applications will begin September 1, 2025 and position will remain open until filled.

**ZERO TOLERANCE OF ABUSE POLICY**

CASA of the South Plains does not tolerate any form of child abuse or exploitation, nor do we tolerate possession or access to any material that is abusive, or could be perceived as abusive, towards children. We take an active approach to eliminating potential risks and creating a culture of safety. We will not knowingly engage with anyone who poses a risk to children. Any conduct that potentially places children at risk or violates CASA's Zero Tolerance of Abuse Policy will be promptly evaluated, resulting in dismissal from the program and notification of appropriate authorities.

**VALUE STATEMENT**

CASA of the South Plains exemplifies a volunteer-centered culture that promotes positive change in the lives of children in foster care and their families. We commit to honor all those we serve with passion for our mission, overcome barriers through professionalism and integrity, practice gratitude and respect, and encourage honesty and humility.

**EQUAL OPPORTUNITY EMPLOYMENT**

CASA of the South Plains, Inc. provides equal employment opportunities to all employees and applicants for employment without discrimination on the basis of race, color, religion, sex, national origin, age, and disability per federal civil rights laws. In addition to federal law

requirements, CASA of the South Plains, Inc. complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.

For more information about CASA of the South Plains, please visit [www.casaofthesouthplains.org](http://www.casaofthesouthplains.org).